



CITY OF HARTFORD

DEPARTMENT OF PUBLIC WORKS
OFFICE OF THE DIRECTOR
50 Jennings Road, Hartford, CT 06120
Telephone (860) 757-9900 / Fax (860) 722-6215
www.hartford.gov



Hon. Pedro E. Segarra, Mayor
Keith Chapman, Interim Director of Public Works

To: Permit Office

From: Constantin Banciulescu; City Engineer

Date: 05/05/2014

Re: Requirements for all Excavation Permits

Engineering and Permitting Staff, please be sure that all applications for excavation adhere to the below requirements prior to accepting the application for review. Also, any agreements, permits or approvals related to any utility / municipality entities doing work within the City of Hartford must be reviewed by the City Engineer or Director.

No Excavation permit shall be issued without the following information:

- A sketch or plan of all work area and limits
- Written location of work including work limits
 - (example: Garden Street #31 – 51)
- Specific work to be completed under this permit.
- Type of temporary pavement repair to be made
- Type of pavement restoration (milling & paving curb to curb, milling paving of travel lane or trench restoration)
- Anticipated date for completing the permanent pavement restoration.
- Approval of the line assignment (copy of the letter issued by DPW stating the approval of the line assignment).

-All excavation within the City's right of way must be kept safe at all times and secured at the end of each work day in accordance with the City of Hartford Department of Public Works Rules and Specifications Regulating Curb and Walk Layers and Street Excavation.

-All excavation within the City's right of way must be **temporarily** restored at the completion of work for a minimum of 30 days to allow for settling.

-When a utility/municipality company is planning to perform or subcontract the permanent pavement restoration at a later date (under a separate permit) in accordance with the Municipal Code, a signed letter from the utility company stating the restoration limits and anticipated date must be attached prior to the issuance of a permit.



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(Requirements Continued)

Sec. 31-95. Restoration and maintenance of pavement in streets and above vaults, etc.

(a) Repair schedule. Each person who has made a cut, excavation or other opening in a street shall make a permanent repair of the pavement disturbed by the work in a manner satisfactory to the Director of Public Works and according to the following schedule:

(1) For openings made from April first through August thirty-first, the permanent repair shall be completed by the following November fifteenth;

(2) For openings made from September first through the following March thirty-first, the permanent repair shall be completed by the following June fifteenth.

(b) Extension. The Director of Public Works may, for sufficient reason and by agreement with the person, grant an extension beyond the time for completion of permanent repairs specified in this section.

(c) Restoration of surrounding surface. Any person constructing and maintaining a vault, cellarway or areaway in a street or sidewalk shall restore the surrounding surface of such street or sidewalk to its former condition after the construction work is completed, and shall keep such surface paved to the satisfaction of the Director of Public Works for a space of two (2) feet from the outer edges of the frame of such opening.

(d) License conditioned on compliance. No license shall be issued as provided in section 31-87 or 31-92 except on condition that the licensee will comply with the provisions of this section.

Any deviations from the above requirements must be submitted via written request to the City of Hartford's City Engineer for approval.

Per Municipal Code Article III Sec 31-87b

separate permit shall be required for each location or address at which the excavator proposes to work except that only (1) permit shall be necessary for main line construction or for adjacent locations at the same property. Such work shall be constructed according to regulations established by the Director of Public Works. **The fee for each such permit shall be \$75 plus an additional charge of \$25 per cut. A street opening shall be considered a multiple cut if it extends for a distance in excess of 50'.**

EXAMPLE: 1000' trench – 50' = 950'
 950' / 50' = 18 additional cuts
 18 * \$25 each = \$450 plus original \$75 = \$525 total fee

A boring is an excavation that falls under the Sec 31-87b. Therefore the charges shall be per location.

BORINGS:

Multiple borings may be listed on one permit on a per street basis. Borings must be listed with an address or other identifier. The cost for these borings shall be \$75 for each boring. Borings located on other Streets will require and additional permit for tracking/billing purposes.



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(Requirements Continued)

TRENCHES:

Contractors may list multiple trench excavations on one permit provided they provide a sketch of the project limits with dimensions between each lateral trench.

- Any excavation longer than 50 ft will require the restoration of the entire traffic lanes overlapping the excavation.
- Any excavation made within a City street within 5 years of that street being reconstructed or milled & overlaid will require pavement restoration using infrared technology to make sure that the new pavement is blend with the existing paving. No joints will be acceptable between the old and new pavement.

Sec. 31-86

The Director of Public Works may adopt from time to time such rules, regulations and specifications for the conduct of work incidental to the excavation of streets and sidewalks as he may deem for the best interests of the City.

This memo is to go into effect immediately.

Thank you,

Director of Public Works

City Engineer